

Your ref:
Our ref: 24/00161/F
Please ask for: Miss Joanne Wren
Direct dial: 01553 616233
E-mail: borough.planning@west-norfolk.gov.uk

Borough Council of
**King's Lynn &
West Norfolk**



Mr Jason Poole
c/o Mrs Kathy Thurman M.C.I.A.T.
The Stables
Bonds Farm
Bedfield
Woodbridge
Suffolk
IP13 7HJ
United Kingdom

Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and Planning

6 February 2024

Dear Sir or Madam

TOWN AND COUNTRY PLANNING ACT 1990

Details: **Full planning permission for a detached 5-bedroom dwellinghouse, garaging, new access drive, hedging/ trees, retaining wall at The Old Rectory 3 Churchgate Street Southery Downham Market Norfolk**

I have received a planning application as detailed above but cannot process it until I receive some more information:

1. Although you may have answered NO to the question on the application form which asks whether the proposed use would be particularly vulnerable to the presence of contamination, you are required to complete and submit the Screening Assessment Form, which can be found on the Council's website at www.west-norfolk.gov.uk. Please click on the following to reach the Questionnaire.

https://www.west-norfolk.gov.uk/info/20138/contaminated_land/204/planning_applications_on_contaminated_land

2. From the 1st April 2016 the Habitats Regulations Monitoring and Mitigation Contribution levy came into force. The fee must be paid at the planning application submission stage or by entering into a Unilateral Undertaking / S106 agreement if you wish to pay later.

From 1 June 2023 this was increased to £210.84. Therefore, a fee of £210.84 per dwelling, plus a £55 Administration Fee is payable on completion of a Unilateral Undertaking.

Payment in advance is charged at £210.84 per dwelling with no administration fee payable. You can either call us to make a card payment, or pay on line at <https://ip.e-paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage>

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX
Tel: (01553) 616200
DX 57825 KING'S LYNN

Chief Executive – Lorraine Gore

If you pay the fee via BACS - please quote the planning reference in the payment reference, to avoid delays.

3. Please submit a section through drawing of the proposed dwelling, this should be done to a scale of 1:50 or 1:100. Alternatively, you can show the finished floor levels by adding broken lines to the proposed elevations.
4. Can you please submit a roof plan. This should be done to a scale of 1:50 or 1:100, alternatively you can add a roof plan to your block plan.
5. A completed Section 111 form and the Shadow HRA Assessment form are required to validate this application. The forms can be found under the following link:

https://www.west-norfolk.gov.uk/homepage/379/habitat_mitigation_rams

Once this information is received your application will become valid and the application can be passed to the relevant planning officer.

To enable us to deal with the additional information requested efficiently could you please ensure you quote the Application Number detailed at the top of this letter along with the name of the officer detailed on this letter. Could you also clearly state the location and details of the proposed development in all correspondence and **mark it for the attention of Miss Joanne Wren**

Yours faithfully



Executive Director
Environment and Planning

